



► Checklist 4.4: Preparing the Evaluation Report Summary

► **Date:** April 2021, v.2 (v.1 2012)



This checklist is to be read in conjunction with ► [Guidance Note 4.1](#)

This checklist is meant to assist evaluation managers to ensure that every independent evaluation report receives a uniform evaluation summary for presentation to the public in [i-eval Discovery](#). This is completed by the evaluator and should be *limited to four pages*. The information should be precise, concise, and usually extracted from the evaluation report's executive summary. The evaluator must submit the completed summary to the evaluation manager which will then be available for download in i-eval Discovery. Please click [here](#) to access the Word version to prepare the evaluation report summary.

► 1. PURPOSE OF THE SUMMARY

- **Transparency and knowledge sharing:** Providing ILO officials and the general public with an evaluation summary facilitates uptake of evaluation information and generates interest in the longer reports. These summaries are used only for independent project evaluations. The summary plays a critical role in that it is the most circulated information product in evaluation and thereby the standard by which these are completed directly reflects on ILO's evaluation work.
- **Structuring the executive summary of the main report:** EVAL recommends that the executive summary of the full evaluation report keep the same structure as the template summary presented here. Having this kind of consistency in structure makes data collection for our annual Meta-analysis of evaluation quality a more efficient and reliable process.
- **Access to the template:** EVAL uses a specific template for project evaluation summaries so that they have a comparable content and uniform look. The [evaluation summary template](#) must be submitted in Word format and is available for downloading on the EVAL website.

*This guidance note is a living document and has not been professionally edited.
Right-click on hyperlinks and select 'Open in new tab' to access, if viewing in browser.*

► 2. QUICK FACTS

Countries:	List all country/-ies covered by the project
Evaluation date:	Date evaluation was approved by EVAL
Evaluation type:	Project evaluation, RBSA-funded activity, Thematic evaluation, Joint project evaluation, Cluster evaluation, External evaluation, etc.
ILO Administrative Office:	ILO office that is responsible for administering project, as specified in the PARDEV Approval Minute
ILO Technical Office:	ILO office that is technically office technically responsible for backstopping the project, as specified in the PARDEV Approval Minute
Evaluation manager:	This should be the name of the official who managed the evaluation. In the case of an externally-managed joint evaluation, the lead agency would be listed here.
Evaluation consultant(s):	List names of all consultants who worked on the evaluation. In the case of a team, the lead should be identified along with the names of all team members.
ILO DC symbol:	Indicate the DC symbol, as specified in the PARDEV Approval Minute (ex. INT/02/42/SWI.)
Donor & project budget:	Name the donor and indicate the project budget in US\$.
Keywords:	This section should simply list the main themes as provided in i-eval Discovery

► 3. BACKGROUND AND CONTEXT

- **Summary of the project purpose, logic and structure:** This section should contain a few paragraphs presenting the project objectives and a brief outline of intervention logic, strategy and main means of action. This should include information on geographic coverage and management structure of project.
- **Present situation of project:** This is particularly of interest for mid-term or interim reports but also applies to final evaluation reports. If the project experienced special environmental issues such as a natural disaster, armed conflict or particular delays due to recruitment or personnel issues, it can be mentioned here. In general this section is meant to contain key information about the current state of implementation of the project and the project context.
- **Purpose, scope and clients of the evaluation:** This would be information taken from the Terms of Reference (TORs) for the evaluation, presented in a brief paragraph. Relevant information includes a brief outline of why the evaluation is being conducted; who will use the information; what information is needed and how it will be used; the time period and geographical coverage; and the target groups or beneficiaries to be included.
- **Methodology of evaluation:** This section is also drawn from the evaluation TORs and should contain a short description of methodology of data collection and analysis, including rationale for choice of methodology, data sources used and major limitations encountered.

► 4. MAIN FINDINGS AND CONCLUSIONS

This section, approximately one or two pages should present a brief overall assessment of the project’s performance, summarized from the full report. A concise overview of major internal and external conditions that have positively and negatively affected the project’s relevance, effectiveness, efficiency, impact and sustainability should be included.

► 5. RECOMMENDATIONS, LESSONS LEARNED AND GOOD PRACTICES

- **Main recommendations and follow-up:** This section should be a concise listing of the numbered recommendations taken from the full report, not including the explanatory text. These can be presented in bullet format, when appropriate.¹
- **Lessons learned:** These should be just the concise statements taken from the main report.²
- **Good practices:** These should be just the concise statements taken from the main report.

1. More information on management response to recommendations can be found in [Guidance note 5.4 Management follow-up to recommendations from independent evaluations](#).

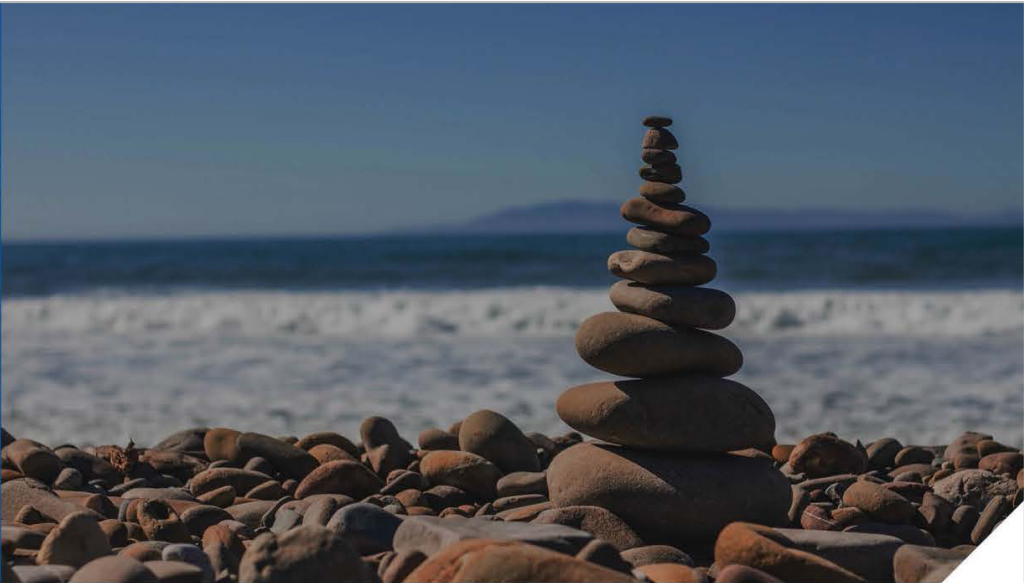
2. More details on ILOs definition of lessons learned can be found in [Checklist 4.2 Preparing the evaluation report](#).



International
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<Insert title here Type and timing of evaluation e.g. Child Labour in Lebanon – Independent Midterm evaluation>

QUICK FACTS

Countries:

Evaluation date: [Click here to enter a date.](#)

Evaluation type: [Choose an item.](#)

Evaluation timing: [Choose an item.](#)

Administrative Office:

Technical Office:

Evaluation Manager:

Evaluation consultant(s):

DC Symbol:

Donor(s) & Budget:

Key Words: [Use themes as provided in i-eval Discovery](#)

This evaluation has been conducted according to ILO’s evaluation policies and procedures. It has not been professionally edited, but has undergone quality control by the ILO Evaluation Office.



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BACKGROUND & CONTEXT	
Summary of the project purpose, logic and structure	(This should cover the objectives, brief outline of intervention logic, strategy and main means of action; geographic coverage and management structure of project.)
Present situation of the project	(Key information for the reader about the current state of implementation of the project and the project context)
Purpose, scope and clients of the evaluation	(A short description)
Methodology of evaluation	(A short description of methodology of data collection and analysis, including rationale for choice of methodology, data sources used and major limitations encountered)
MAIN FINDINGS & CONCLUSIONS	
(This should be a brief assessment of the project’s performance. A concise overview of major internal and external conditions that affected positively and negatively on the project’s relevance, effectiveness, efficiency and sustainability - extracted from the full report executive summary.)	
RECOMMENDATIONS, LESSONS LEARNED AND GOOD PRACTICES	
Main findings & Conclusions	(This should be a concise list of the main recommendations.)
Main lessons learned and good practices	(This should be a concise list of the main lessons learned and good practices.)

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